



Inter-American Foundation

An Independent Agency of the U.S. Government

FOIA IAF-2019-009

June 7, 2019

Via email to 73674-05743115@requests.muckrock.com

Emma Best
MuckRock News
DEPT MR 73674
411A Highland Ave.
Somerville, MA 02144-2516

Dear Ms. Best,

This letter is in response to your Freedom of Information Act (FOIA) email inquiry, received on May 21, 2019. In that email you submitted the following request:

**Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:*

- 1. The instruction to do so from the Agency, as well as any guidance from the senior leadership*
- 2. Documents discussing proposals and procedures*
- 3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office*
- 4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation*

** A copy of the agency's first perfected (successful) FOIA request*

** Copies of other FOIA requests filed before the FOIA request described above*

** Processing notes, search slips and response documents regarding the FOIA requests described above*

** The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests*

** A copy of the agency's first successful FOIA appeal*

** Copies of other FOIA appeals received by the agency before the appeal described above*

** Processing notes, search slips and response documents regarding the FOIA appeals described above*

** The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals*

We have assigned your request as IAF-2019-009. Please reference this number on all future communications. A search was completed and we did not find any responsive documents to your request.

Please note that you have the right to file an administrative appeal within 90 days of the date of this letter. By filing an appeal, you preserve your rights under the FOIA and give the IAF a chance to review and reconsider your request and the agency's decision.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact me or our FOIA Public Liaison, Ms. Lesley Duncan for assistance at the below listed mailing address or at lduncan@iaf.gov or (202) 688-3047.

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies.

The contact information for OGIS is:

National Archives and Records Administration
Office of Government Information Services
8601 Adelphi Road- OGIS
College Park, MD 20740-6001
ogis@nara.gov
202-741-5770

Regards,

Paul M. Zimmerman
General Counsel